

## Energy Expenditure Plans Tips

The Tips provide insight to the common mistakes and glitches the Energy Commission has seen the first few months of reviewing and approving Energy Expenditure Plans (EEP). Making these common mistakes will add time to the review and approval of an EEP. The good news, these common mistakes can be easily avoided resulting in a much faster EEP approval.

### 1) **Form A and B Common Mistakes:**

- a) Each EEP must only include one Form A and the same number of Form Bs listed in Form A, Section 4, Summary of Schools/Sites. So, for example, if you list seven schools/sites in Form A, you must also upload seven Form B's.
- b) Make sure to list exactly the same Local Educational Agency (LEA) and school name in Form B as in Form A. For example, if you type in "District Office" in Form A, also use "District Office" in Form B, not "DO" or "Dist. Off." or another variation of the name.
- c) Make sure to list exactly the same CDS code in Form A as in Form B. Type the CDS code with no spaces and ensure that you have not typed a space before or after the CDS code.
- d) Do not rename, move, or add any additional worksheet tabs to Form A or Form B. The system is programmed to pull specific information from each tab. Our system will not recognize any tabs renamed, added or moved.
- e) Manually type in the values for all fields in Form A and B. Do not use formulas or copy and paste numbers to fields in the forms. Do not link fields with other fields. Do not lock/protect editable fields as our system may not be able to properly read information from lock/protected cells.
- f) Please take the time to review that all required fields on FORMs A and B are completed. Also, make sure the numbers are consistent on FORMs A and B ("*Proposition 39 share*", "*Total Project Cost*", all names, and CDS codes). See handbook for detailed instructions.

### 2) **Multiple year Energy Expenditure Plans Tips:**

- a) *Estimating Future Proposition 39 Program Allocations:* Many LEAs are submitting multiple year EEPs for review and approval. When submitting a multiple year plan, LEAs need to estimate their future Proposition 39 program allocations. The Energy Commission recommends that the maximum estimation be five times the 2013-2014 year allocation.

Note: There was a \$102 million revenue reduction from \$387 million in the first fiscal year (2013-2014) to \$279 million in the second fiscal year (2014-2015). To reduce the probability of major EEP scope changes in the later years of the program, we highly recommend estimating on the low side when estimating future Proposition 39 program allocations.

- b) *Form A Tips:*

- 1. If you are submitting an EEP for multiple years, choose the Multiple Year option in the drop down box in the "*Expenditure Plan Submittal Option*" field at the top of Form

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2. The “*Grant Amount Requested*” field will automatically calculate the funds you will need for the multiple years based on the information entered into on Form A, Section 3. Energy Manager and Training and Section 4. Summary of Schools/Sites.
3. The “*Grant Balance Available*” field must be entered by the LEA. If the EEP was submitted in 2013-14, enter in the amount found on CDE’s Proposition 39 web page, on the “*Proposition 39 Award Allocations*” listing, under the “Total Award Allocation Remaining” field.

c. Form B Tips:

1. In each Form B, show all the energy measures planned for each school/site, for all the years that are included in the multiple-year EEP.

**3) Project Cost Estimate Tips:**

Most EEPs have reasonable estimated project costs. However, some EEPs received have estimated project costs that appear too low or too high. Project costs that appear outside the typical reasonable range will delay the approval of the total EEP. When the Energy Commission receives an EEP with atypical project costs, the LEA will be contacted and requested to provide additional documentation to support the estimate submitted in the EEP. The Energy Commission reserves the right to review all supporting engineering analyses to ensure accuracy of cost and make adjustments accordingly. Again, this will add time to the review and approval process.

**4) Rebates**

If rebates are being used for various energy measures, make sure that these rebates are considered when determining the amount of Proposition 39 funds being requested. The Proposition 39 share being requested plus the amount of rebates identified should not exceed the total project costs.

**5) Estimating Energy Manager Funding and Training Funding on Multiple Year Energy Expenditure Plans.**

LEAs had the option of requesting energy planning funds for their 2013-2014 Proposition 39 program award. This option was confirmed by completing a request to CDE in 2013. In addition, for years 2-5 of the Proposition 39 program, energy planning funds for energy manager and training funds may be requested as part of an EEP. Calculating the correct award amount for Form A, Section 3- Energy Manager and Training can be confusing, especially on a multiple year plan. Figure 1 below illustrates how an LEA receiving \$50,000 each year and using the multi-year option, could maximize Energy Manager and Training funding.

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Figure 1

Five- Year Energy Expenditure Plan Example					
			Energy Expenditure Plans Maximums		
Fiscal Year	Annual Award Allocation	Energy Planning Funds	Energy Manager (10%)	Training Funds (2%)	Energy Project funding Available
2013-2014	\$50,000	\$50,000	\$0	\$0	\$0
2014-2015	\$50,000	\$0	\$5,000	\$1,000	\$44,000
2015-2016	\$50,000	\$0	\$5,000	\$1,000	\$44,000
2016-2017	\$50,000	\$0	\$5,000	\$1,000	\$44,000
2017-2018	\$50,000	\$0	\$5,000	\$1,000	\$44,000
<b>TOTALS</b>	<b>\$250,000</b>	<b>\$50,000</b>	<b>\$20,000</b>	<b>\$4,000</b>	<b>\$176,000</b>

Figure 2, illustrates how to correctly complete Form A, Section 3. Energy Manager and Training, using the energy manager and training funding information just illustrated above in Figure 1.

Figure 2

<b>3. Energy Manager and Training</b>	
Are you hiring an Energy Manager with funds requested in this Expenditure Plan? <span style="border: 1px solid red; padding: 2px 10px;">Yes</span>	Amount requesting for Energy Manager: <span style="border: 1px solid red; padding: 2px 20px;">\$20,000</span>
Are you using Proposition 39 funds for energy related training costs? <span style="border: 1px solid red; padding: 2px 10px;">Yes</span>	Amount requesting for Training: <span style="border: 1px solid red; padding: 2px 20px;">\$ 4,000</span>

### 6) Two-Year Combined Award Option for LEAs in Tier 1 and Tier 2– Reading the California Department of Education (CDE), Proposition 39 Award Allocations Excel Report:

The CDE calculates the LEA funding awards each fiscal year. The fiscal year awards are posted on the CDE website at <http://www.cde.ca.gov/fg/fo/r14/prop39ccej13rfa.asp>. Figure 3, illustrates a portion of the report to highlight the two-year combined award option.

Many LEAs elected to choose the two-year combined award funding. This option is available for LEAs with 1,000 or fewer prior year average daily attendance (ADA). This option allowed eligible LEAs to receive both the current year and the following year funding, in the current year.

CDE has shown this election under the column titled “Election –Two Year Funding” with a “Y” indicating “YES” (see red boxes below). With this election, CDE has done the calculation for the LEA and the “Total Award Allocation” is that two-year combined award. Some LEAs have misread this

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“total award allocation” to mean the first year allocation and have then doubled that number in their EEP. That approach was incorrect.

Figure 3

Schedule of the Total Award Allocations for the Proposition 39 - California Clean Energy Jobs Act Fiscal Year 2013-14								
Local Educational Agency (or Authorizing Entity)	School Name	2012-13 P-2 ADA	Election - Two Year Funding	ADA Funding	2012-13 FRPM	FRPM Funding	Total Award Allocation	Energy Expenditure Plan (EEP) Amount Approved
Alameda Co. Office of Education		555.95	Y	\$100,000	428.00	\$13,562	\$113,562	\$84,921
Alameda Co. Office of Education	FAME Public Charter	1,364.14		\$100,000	627.00	\$9,446	\$109,446	\$109,446
Alameda Co. Office of Education	Envision Academy for Arts & Technology	299.85		\$50,000	247.00	\$3,721	\$53,721	\$0
Alameda Co. Office of Education	Aspire California College Preparatory Academy	435.77		\$50,000	379.00	\$5,710	\$55,710	\$55,710
Alameda Co. Office of Education	Community School for Creative Education	119.95	Y	\$100,000	66.00	\$2,092	\$102,092	\$51,046
Alameda Co. Office of Education	Yu Minn Charter	145.41	Y	\$100,000	17.00	\$438	\$100,438	\$50,269

To provide more clarification for understanding the “Total Award Allocation”, please see the chart below.

Figure 4

Election Two-Year Combined Award Distribution from CDE			
Fiscal Year	Annual Award Allocation	Distribution (2013/14)	Distribution (2014/15)
2013-2014	\$51,046	\$102,092	\$ 0
2014-2015	\$51,046		\$ 0

### 7) Supporting Engineering Analyses/Documentation:

To provide clarification for submitting the supporting engineering analyses and documentation, the Energy Commission prepared *Chapter 6: Information Required for Energy Audits* in the Proposition 39 program *Handbook to the Expenditure Plan Forms and Energy Savings Calculators*. Beginning September 1, 2014, energy audits or feasibility studies submitted with EEPs should follow the information specified in this chapter. Compliance with Chapter 6 requirements will improve review time and speed up EEP approvals.

### 8) Utility Data Release Form:

Utility Data Release Forms must include ALL account numbers for all the LEA meters, even if the school or site is not included in the current EEP. The Utility Data Release Form is only submitted in the LEA’s first EEP. As such, it should include all utility account numbers for all its schools or sites since additional sites may be retrofitted and included in future EEPs.

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### **9) Uploading Energy Expenditure Plan Tips:**

- a) Upload Form A and Form B in its original (Microsoft Excel 97-2003 Workbook) .xls format. Do not upload spreadsheets in .xlsx format.
- b) The maximum file size that can be uploaded to the system is 50MB. Make sure that all your files are below this size.
- c) If you are having difficulty uploading your expenditure plan because of multiple errors received, try uploading your expenditure plan using another browser. We have recently learned that Safari is not a good browser to use to upload.